



Scott Walker, Governor
Dave Ross, Secretary

Dwelling Contractor Certification

Your application will not be processed or will be delayed unless you:

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

| Business Information | Contact Person Information |
|---|---|
| Federal Employer Identification Number (FEIN): | Social Security Number: |
| Business Name: | Individual's Name : |
| No. & Street, or P.O. Box: | Address No. & Street, or P.O. Box: |
| City, Town or Village, State, Zip + 4 Code: | City, Town or Village, State, Zip + 4 Code: |
| Country, If Other Than United States: | Country, If Other Than United States: |
| Business Telephone No. (include area code): | Telephone No. (include area code): |
| If Available, Business Fax No. (include area code): | |

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met.

*The individual applying for a business credential shall be the owner of the contracting business, a partner in the contracting business applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of the contracting corporation.

Applicant's Signature

Date (mo/day/yr)

Send application and payment to: DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

Office location: DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

All other correspondence: DSPS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-266-2112. TTY: Contact through Relay or DspsSbCredentialing@wi.gov.

Credential Fee (nonrefundable): \$40.00 class code 7655

Make checks payable to: State of WI - DSPS. The fee consists of a \$15 application fee and a certification fee of \$25. The credential will be effective for one year from the date of issuance.

Are you a Veteran?

Are you requesting a waiver of your initial credentialing fee?

- ☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: _____
- ☐ No Submit the fee of \$40.

You may contact DVA at 1-800-WisVets or www.WisVets.com for assistance in obtaining your DVA Voucher Code.

Reason for Certification: Municipalities may not issue Uniform Dwelling Code (UDC) building permits, for construction and erosion control categories, to contractors which do not have a valid state dwelling contractor certification or dwelling contractor certification - restricted. Construction categories include masonry, roofing, siding and insulation. Contractors taking out electrical, plumbing or HVAC permits are not required to have a Dwelling Contractor Certification. This certification does not address competency of the contractor.

SPS 305.31 - Note: Section 101.654 (1)(b), Stats., exempts an owner of a dwelling, who resides or will reside in the dwelling and who applies for a building permit to perform work on the dwelling, from obtaining a dwelling contractor or qualifier certification.

Requirements for Dwelling Contractor Certification: A certified dwelling contractor must comply with:

- 1) Liability insurance requirements specified in s. 101.654 (2), Stats.;
- 2) Unemployment compensation requirements; and
- 3) Worker's compensation requirements as outlined below.

For any construction or installation that requires a uniform building permit under SPS 320.08, persons, entities or businesses which hold SPS 305 licenses, certifications, or registrations may not commence construction or installation until a permit is issued.

A person who holds a dwelling contractor certification may not contract with another person or entity to engage in construction business activities unless the person or entity holds a credential under SPS 305.30(1)(a) or (b).

Note that **effective January 1, 2008**, in order to take out a construction or erosion control permit for a one- or two-family dwelling, a contractor will **also** need to have as an employee, owner, CEO or chairman of the board, an individual that possesses the **Dwelling Contractor Qualifier Certification**. To obtain an application and information for this category, please see DSPS' website: <http://dsps.wi.gov/Licenses-Permits/Credentialing/Trades-Professions> or call (608) 266-2112 option 2.

General Liability or Surety Bond Requirement: Comply with either a) **Liability Insurance** **OR** b) **Bond Requirements** below. Liability insurance policies and bonds must provide that it may not be canceled by the person covered by the insurer or Surety Company except on 30 days written notice served on the department in person or by certified mail. The person covered shall file with the department proof of replacement insurance or bond within the 30-day notice period and before the expiration of the policy or bond. The department may suspend without prior notice or hearing the certificate of financial responsibility of a person who does not file satisfactory proof of replacement insurance **or** bond.

a) Liability Insurance: The business has in force a policy of general liability insurance issued by an insurer authorized to do business in Wisconsin insuring the business in the amount of at least \$250,000 per occurrence because of bodily injury to or death of others or because of damage to the property of others.

Your unexpired certificate of liability insurance must be attached to the application and:

1. The certificate holder must be listed as: Department of Safety and Professional Services, Trades Credentialing, PO Box 7082, Madison WI 53707-7082
2. The company/person insured must be in the amount of no less than \$250,000 per occurrence of general liability
3. The insured is the business listed on the application

b) Bond: If the business chooses to have in force a bond, endorsed by a surety company authorized to do business in Wisconsin, of at least \$25,000, conditioned upon the business complying with all applicable provisions of the one- and two-family dwelling code and any ordinance enacted under s. 101.654 (1)(a), Stats., and as indemnity for any loss sustained by any person because of any violation by the business of that dwelling code or ordinance, the bond shall be executed in the name of the state for the benefit of any person who sustains a loss as described in the above. If the applicant wishes to utilize a bond of less than \$25,000, then you need to call the Credentialing Unit at (608) 266-2112 or check the website for a Dwelling Contractor Certification - Restricted application. **Attach a copy of the bond.**

Unemployment Compensation Requirements: By signing this form, the applicant is attesting that the business is making contributions or paying taxes required as Wisconsin unemployment compensation contributions under ch. 108, Stats., or federal unemployment compensation taxes under 26 USC 3301 to 3311. If unsure whether unemployment compensation contributions/taxes are required for the business, call Unemployment Compensation Division, (608) 261-6700.

Worker's Compensation Requirements: By signing this form the applicant is attesting that the business, if required under s. 102.28 (2), Stats., has in force a policy of worker's compensation insurance issued by an insurer authorized to do business in Wisconsin or is self-insured in accordance with s. 102.28 (2), Stats. If unsure whether worker's compensation insurance or self insurance for worker's compensation is required for the business, call Worker's Compensation Division, (608) 266-1340.